

Welcome to the Fort Irwin **Government Travel Card (GTC)**

Office. Public Law 205-264 requires the use of the GTC for all official travel and is a must for all frequent travelers. A

**frequent traveler** is defined as someone who travels TDY 3 or

more times in a 12 month period. The GTC was designed to

work hand-in-hand with the **Defense Travel System (DTS)**,

making travel arrangements easier and more flexible, and

payments completed much faster. If it is determined that you

need a card, you should contact your **Agency Program**

**Coordinator** (APC) to apply. It is an electronic process and after

completing the training, takes 7-10 business days to receive the

card. Your APC by ACOM is listed at the end of this brief. If

you already have a GTC it must be transferred over into the

**Fort Irwin hierarchy**. You can accomplish this by contacting

your respective APC. Additionally, it is important to be sure

your DTS profile has been detached from your previous duty station and all information in your profile is up to date.

Other points to remember is the use of your GTC is for official travel only and only for authorized items (plane fare, lodging, and rental car and fuel if authorized on your orders). You must file your voucher within 5 days of return from your TDY and use split disbursement to pay your card in full. Remember, the GTC is a charge card and differs from a credit card because the entire balance on the card is due upon receipt of the monthly billing. When using split disbursement the amount going to your card should equal the entire amount that is owed on your card.

For those of you who may be living off-post, Fort Irwin is unique in that it has a transportation program that allows Soldiers,

Federal Employees and Non-Appropriated Fund Employees to

ride the bus to and from work. Busses leave from Barstow and

Victorville. You will be required to show your military or

civilian ID card to ride. Other members (i.e., family members

and contractors) can use the bus by purchasing tickets at

Transportation. Additional information on the bus (i.e.

schedules and costs for other members) can be obtained at

Fort Irwin's Transportation Office.

Fort Irwin participates in the Mass Transportation

Reimbursement Program. This is a Federal program which

provides reimbursement for individuals using mass

transportation to commute to/from work. Passenger vans are

either leased from a company or privately owned, and riders

must apply and receive eligibility for the DOT program. Once

eligibility is determined riders are reimbursed up to \$230 per

month (based on the actual cost of transportation to and from work. For more information on this program contact the FORSCOM APC.

Once again, welcome to Fort Irwin and I hope you enjoy your tour.

#### LIST OF ACOM APC's AND PHONE NUMBERS

FORSCOM: 380-4614/3337

IMCOM: 380-2561/2562

TRADOC : 380-6103

MEDDAC: 380-4317/3181

DENTAC: 380-7666

Transportation: Bldg 565 (3<sup>rd</sup> Street) 380-7424/3385